

Topic 2: Building Information

Introduction:

This topic will demonstrate how to add and edit a building for inspection using the PASS DCD 2.1 software.

Walkthroughs:

- Walkthrough 5 - Add Building Information
- Walkthrough 6 - Edit Building Information

Walkthrough 5: Add Building Information

- Step 1:** Single-click the **Building/Unit Information** tab.
The *Building/Unit Information* screen opens.

Inspection Number: -388

Property Information | **Building / Unit Information** | Property Inspectable Items | Check / Prepare / Import

Building Number *Building Name

*Construction Year *Building Type

*Units In Building *Reason Uninspectable

Units In Sample

Sample Units

Add Building ? Help Exit

- Step 2:** Single-click the **Add Building** button.
A screen displaying fields for building information opens.

Inspection Number: -388

Property Information **Building / Unit Information** Property Inspectable Items Check / Prepare / Import

Building Number 1 *Building Name

*Construction Year *Building Type

*Units In Building *Reason Uninspectable None Entered

Units In Sample

Sample Units

Save Building Cancel Add/Edit ? Help

NOTE: PASS DCD 2.1 AUTOMATICALLY ENTERS THE BUILDING NUMBER IN THE ORDER THE BUILDING IS ADDED.

NOTE: THE ASTERICK (*) BEFORE A FIELD NAME INDICATES A REQUIRED FIELD.

Step 3: Enter the building information in the appropriate fields.

Step 4: Single-click the **Save Building** button.

The *Building/Unit Information* screen re-opens with the building information displayed.

Inspection Number: -388

Property Information **Building / Unit Information** Property Inspectable Items Check / Prepare / Import

Building Number 1 *Building Name Alpine

*Construction Year 1978 *Building Type Low Rise/Garden Apartment

*Units In Building 5 *Reason Uninspectable None Entered

Units In Sample 0

Sample Units

Building Number	Building Name	Building Type	Reason Uninspectable	In Sample
1	Alpine	L Low Rise/Garden A	None Entered	

Add Building Edit Building Delete Building ? Help Exit

Address Info Units Generate Sample

Walkthrough 6: Edit Building Information

- Step 1:** Single-click the **Building/Unit Information** tab.
The *Building/Unit Information* screen opens.

Inspection Number: -388

Property Information | **Building / Unit Information** | Property Inspectable Items | Check / Prepare / Import

Building Number 1 *Building Name Alpine

*Construction Year 1978 *Building Type Low Rise/Garden Apartment

*Units In Building 5 *Reason Uninspectable None Entered

Units In Sample 0

Sample Units

Buildings On File For This Inspection				
Building Number	Building Name	Building Type	Reason Uninspectable	In Sample
1	Alpine	L Low Rise/Garden A	None Entered	

Add Building Edit Building Delete Building ? Help Exit

Address Info Units Generate Sample

- Step 2:** Single-click the building number to be edited under the **Building Number** column.

- Step 3:** Single-click the **Edit Building** button.
The building information fields become active for building information to be edited.

Inspection Number: -388

Property Information **Building / Unit Information** Property Inspectable Items Check / Prepare / Import

Building Number 1 *Building Name Alpine

*Construction Year 1978 *Building Type Low Rise/Garden Apartment

*Units In Building 5 *Reason Uninspectable None Entered

Units In Sample 0

Sample Units

Save Building Cancel Add/Edit ? Help

Step 4: Edit building information as applicable.

Step 5: Single-click the **Save Building** button.
The *Building/Unit Information* screen re-opens.